



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 7300.16B  
LCS  
16 Dec 93

MARINE CORPS ORDER 7300.16B

From: Commandant of the Marine Corps  
To: Distribution List

Subj: BACKUP DATA SHEET FOR DEFENSE BUSINESS OPERATIONS FUND  
(MARINE CORPS SUPPLY MANAGEMENT) FUNDING REQUEST

Encl: (1) Format for Preparation for Supplemental Funding  
Request, Defense Business Operations Fund, Marine  
Corps Supply Management  
(2) Preparation Instructions

1. Purpose. To update and standardize procedures for requesting increases in Defense Business Operations Fund (DBOF) Marine Corps Supply Management allotments and to provide instructions for preparing the funding request.

2. Cancellation. MCO 7300.16A.

3. Chance Notation. Significant changes are contained in this revision and it should be reviewed in its entirety.

4. Summary of Revision. This change necessitates an update in terminology and procedures in requesting supplemental funding.

5. Background. Funding is earned based on the value of gross sales experienced. Inventory levels are maintained and funding provided to meet customer demands. Funding is no longer fenced by budget project or material category. Funds may be locally transferred from one budget project to cover funding shortages in another. This allows for increased flexibility of field activity management of funding resources.

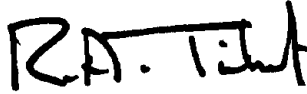
6. Information. The supplemental funding request data format contained in enclosure (1) will be used for all additional funds requested. One format containing total program data will be submitted when additional funds are requested.

7. Action

a. Addressees shall utilize the supplemental funding request data format when requesting additional funds. The format and instructions for preparation are contained in enclosures (1) and (2).

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b. All data in support of supplemental funding must be current and reflected in stores accounting records.

A handwritten signature in black ink, appearing to read "R.A. Tiebout". The signature is stylized with a horizontal line across the top and a vertical line on the right side.

R. A. TIEBOUT  
Deputy Chief of Staff  
for Installations and Logistics

DISTRIBUTION: PCN 10210035200

Copy to: 7000110 (55)  
8145005 (2)  
7000144, 7000154/8145001 (1)

FORMAT FOR PREPARATION FOR SUPPLEMENTAL FUNDING REQUEST  
DEFENSE BUSINESS OPERATIONS FUND  
MARINE CORPS SUPPLY MANAGEMENT

	<u>Dollars</u>	<u>Days</u>
1. Annual Sales Forecast	_____	
2. Inventory Objective End of Fiscal Year		
a. Safety Level	_____	
b. Production Level	_____	_____
c. Procurement Cycle	_____	_____
d. Prepositioned War Reserve	_____	_____
e. Other Objectives (Identify)	_____	_____
3. Total Operating Requirement (Lines 1 and 2)	_____	
4. Inventory On Hand	_____	
5. On Order	_____	
6. Total Funding Requirement (Line 3 less lines 4 and 5)	_____	
7. Funding Provided	_____	
8. Funding Deficiency (Line 6 less line 7)	_____	

Remarks:

ENCLOSURE (1)

PREPARATION INSTRUCTIONS

- Line 1. **Annual Sales Forecast.** Total gross sales program anticipated for the fiscal year.
- Line 2. **Inventory Objective End of Fiscal Year.**
- a. **Safety Level.** The amount of inventory required for continued operation in the event of minor interruption of normal replenishment.
  - b. **Production Leadtime (PLT).** The amount of inventory to support operations during the interval between the placement of a contract and the first significant receipt into the supply system of material purchased.
  - c. **Procurement Cycle.** The amount of inventory required to sustain operations during the interval between replenishment shipments.
  - d. **Prepositioned War Reserve (PWR).** The amount of inventory designated as PWR assets.
  - e. **Other Objectives.** Nonrecurring demands or other valid requirements not included in the above.
- Line 3. Total Operating Requirement. The sum of lines 1 and 2.
- Line 4. Inventory On Hand. The total program inventory value as reported in Stores Accounting Records.
- Line 5. On Order. The total value of inventory on order as of the date of this request.
- Line 6. Total Funding Requirement. Line 3 less lines 4 and 5.
- Line 7. Funding Provided. The amount of funding authorized on the last NAVCOMPT Form 372 issued from CMC (LCS).
- Line 8. Funding Deficiency. The difference between total funding requirement (line 6) and funding provided (line 7).
- Remarks: A narrative justification is required for increases in funding. Include reasons for increase in gross sales.